



HEALTH AND SAFETY POLICY PACK

Version: 1.2

Effective from: 1st January
2026

Review due: Jan 2027



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www.jonesbadmintonacademy.co.uk

Health and Safety Statement

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1. Policy statement

Jones Badminton Academy (JBA) is fully committed to promoting and maintaining the health, safety and welfare of all individuals involved in our activities, including players, coaches, volunteers, parents, spectators and visitors. We aim to foster a positive health and safety culture and ensure all activities are delivered in a safe, well-managed environment.

This policy outlines our commitment to meet all relevant legal requirements under the Health and Safety at Work Act 1974 and to uphold best practice in sports coaching and safeguarding.

2. Aims and objectives

To achieve the highest possible standards of health and safety, JBA will, so far as is reasonably practicable:

- Comply with all relevant health and safety legislation and safeguarding guidance.
- Conduct venue specific risk assessments, ensuring that risks are identified and mitigated.
- Provide safe systems of work and session delivery through clear operating procedures.
- Ensure all equipment used is suitable, maintained and stored safely.
- Prevent accidents, near misses and incidents of ill health through proactive management.
- Provide and maintain clear emergency procedures, including first aid and evacuation protocols.
- Ensure mechanisms are in place to report hazards and rectify issues promptly.
- Ensure those involved in JBA activity are aware of their responsibilities and receive appropriate training and supervision.

3. Roles and responsibilities

The JBA coaching team will work collectively to identify hazards, respond to concerns and implement improvements with regards to health and safety of all participants.

4. Training and competency

JBA will:

- Ensure that all staff hold up to date qualifications relevant to their role, including safeguarding training.
- Endeavour to provide at least one first-aid trained coach in all sessions, where reasonably practicable.

5. Reporting

JBA maintains an incident reporting system that includes:

- Logging of all injuries, accidents, near misses and illnesses occurring during JBA activity.
- Review of incidents to identify causes and prevent recurrence.

6. Review and communication

This policy will be reviewed annually or earlier if there are changes to legislation, operational practice or after a major incident.

Any updates will be shared with all staff and made available to parents via our website.

First Aid Statement

Version: 1.2

Effective from: 1st January 2026

Review date: Jan 2027

1. Policy statement

Jones Badminton Academy (JBA) recognises the importance of providing timely and effective first aid in response to injuries or medical incidents. We are committed to ensuring appropriate first aid cover is in place at all sessions, where reasonably practicable, and that all players, coaches and visitors feel confident that help is readily available when needed.

This policy outlines our approach to first aid provision, reporting and review.

2. First aid provision

To ensure effective first aid provision, JBA will:

- Ensure that at least one qualified first aider is present at all sessions, camps, and events (where reasonably practicable).
- Maintain fully stocked and regularly checked first aid kits at each session (in Shuttle Stars kit bag).
- Keep accessible records of children's medical needs and emergency contact details.
- Provide emergency contact details in session folder, for coach access.
- Provide all staff with guidance on how to respond in emergency situations (see below).

3. Emergency response procedure

In the event of injury or illness:

- A qualified first aider will assess the situation and provide appropriate treatment.
 - If no first-aider is available, coaches will refer to the Site Team for support as necessary. Should the injury require immediate treatment, 111 or 999 service should be used.
- If necessary, emergency services will be contacted immediately by phoning 999.
- The child's parent or carer will be informed as soon as it is safe to do so.
- An incident form will be completed, signed, and stored securely.
- The situation will be reviewed to determine if further action or follow-up is required.

4. Medical conditions and allergies

- JBA will request medical and allergy information at the point of registration.
- Coaches will be made aware of any children with conditions such as asthma, epilepsy, severe allergies, or diabetes. Medical information/emergency contact information will be kept in our session folder.
- Parents must provide any necessary medication to their child (e.g. inhalers, EpiPens) and ensure it is clearly labelled and in date.
- Emergency medications must be stored and kept accessible throughout each session by parent/player.

5. Training and qualifications

- JBA will endeavour to ensure that each lead coach has completed first aid training.
- Current JBA first aiders:
 - Samuel Jones (Director and Head Coach).
 - Oliver Butler (Coach).
 - Emily Collinson (to be completed Jan 2026).
 - Robin Harper (to be completed Jan 2026).
 - Daniel Kemp (to be completed Jan 2026).
 - Sian Kelly (to be completed Jan 2026).
- Training records will be maintained and reviewed periodically.

6. Record Keeping and Reporting

- All injuries and first aid incidents will be recorded using JBA's standard incident report form.
- Reports will include: date, time, nature of incident, action taken, and names of those involved.
- A copy will be stored securely and shared with the parent/carer where appropriate.
- Serious incidents will be reviewed by the Director, and procedures updated if necessary.

First aid incident report form

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Date of incident	Time of incident	Location
Injured Person Details		
Full name	Age	Gender
Parent/guardian name	Emergency contact number	
Description of incident		
What happened? (factual and objective)		
What activity was being completed?		

Who witnessed the incident?

Injury details

Nature of injury, body part affected and visible symptoms

Action taken

First aid administered (what, by whom, other steps taken)

Were the emergency services called?

Was child taken to hospital or sent home?

Reported by

Name

Role

Date and signature



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For office use

Reviewed by (director and/or
CWO)

Date

Signature

Follow up notes and/or actions

Could action be taken to prevent recurrence?